



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

December 13, 2013

TO: ALL OFFERORS

FROM: KIM JONES
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS14712-PHYTESTLAB
Medical Physicals and Laboratory Testing Services

ADDENDUM #1

The purpose of this addendum is to answer questions received regarding the solicitation.

- 1. Please confirm that the electronic copy of the proposal can be submitted on a flash drive, sometimes referred to as a thumb drive.**

The electronic copy of the proposal can be submitted on a flash drive/thumb drive.

- 2. Can you please advise the amount paid out on this agreement in each of the last two years.**

The amount budgeted each year is \$114,000.00. However, since there is an option to use a personal physician, the actual usage can be much less.

- 3. Is the RFP requesting resumes for the primary staff of our organization, i.e. management personnel, physicians, nurse practitioners, and nurses? Or do you want resumes on everyone including medical assistants that work in our clinical sites?**

The RFP is requesting resumes for all primary staff that will be providing services. Resumes are also required for any primary staff anticipated to be employed upon award of contract.

GSS14712-PHYTESTLAB
RFP- ADDENDUM 1

- 4. Please elaborate further on the section of the RFP, II. C. 4., under Scope of Services, Statement of Qualifications, entitled "Policies: Policy statement and accountability practices regarding criminal history monitoring of all employees". This is a newer request to us. Can you please elaborate further on what type of detail and information you would like provided.**

Please provide a copy of your Criminal History Report policy which describes how the criminal history of each employee is monitored. Included in this report should be date, offense and disposition.

All other terms and conditions remain the same.



GOVERNMENT SUPPORT SERVICES – CONTRACTING
100 ENTERPRISE PLACE – SUITE 4 – DOVER, DE 19904-8202
PHONE: (302) 857-4550 – FAX: (302) 739-3779 – GSS.OMB.DELAWARE.GOV